
CARS #70510**New: 01/01**

PROFILE ID TITLE: CS PEO Conv Asst**FULL TITLE:** Assistance for Child Support Percentage-expressed Order
Conversion**REPORTING INSTRUCTIONS:**

The agency shall report all allowable expenses for converting percentage-expressed orders (PEO) on this profile. **Expenses reported on this profile can not be reported to any other profile.**

For expenses between September 1, 2001 and September 30, 2002 the agency has a choice of two methods for claiming costs for PEO conversion:

- a) Claim any child support allowable costs, in an amount not to exceed the amount awarded under the contract; or
- b) Claim documented actual costs associated with PEO conversion in an amount not to exceed the amount awarded under the contract.

If an agency uses method a) they may report any federally allowable child support costs incurred during the contract period (September 1, 2001 through September 30, 2002) on this CARS profile.

If an agency uses method b) they must maintain documentation on how costs will be determined as PEO conversion costs as a part of the agency's Cost Allocation Plan. This documentation may include actual invoices, time-studies or other documentation of staff time spent or funds expended for percentage-expressed order conversion activities.

An agency which has converted some or all of their PEO cases prior to September 1, 2001 may be reimbursed for those costs incurred between January 1, 2001 and August 31, 2001 under one of the following methods:

- a) If the agency identified the PEO conversion costs and already reported the costs to the Department for reimbursement on a different profile, the agency must reverse the PEO conversion costs from the reporting profile previously used and report the costs on this profile.
- b) If the agency did not separately identify the PEO conversion costs but did report costs on a different profile, the agency may reverse costs, at a rate of \$45 per order converted during the period covered, from the reporting profile on which they were previously reported and report the costs on this profile.

CARS #70510 (cont.)

The agency will be reimbursed at 100% up to the contract amount on profile 70511 using state funds and from profile 70512 using federal funds. Once state funds on profile 70511 are exhausted, federal funds will continue to be provided at the regular reimbursement rate on profile 70512 for allowable costs.

Once contract funds on profile 70511 are exhausted and to the extent your agency still has performance based contract funds available on profile 70495, you may report expenses on profile 70495 for 100% reimbursement.

Advances will be calculated upon receipt of the signed Addendum. In the event the Agency wishes to delay advances until 2002, the Agency must notify the Department's Contract Manager in writing and contract processing will be adjusted.

PROFILE TYPE: Allocated (G)

EXPENSES ROLL TO THIS PROFILE FROM: N/A

EXPENSES ROLL FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: 70511, 70512

REIMBURSEMENT %: 100

PREPAYMENTS: N/A

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: 93.563

DIVISION RESPONSIBLE: Division of Workforce Solutions